

NAME:

Research Log # _____

A summary is a condensed version of someone else's work. Your summary should focus on factual information from the original document. Summarizing requires you to comprehend, analyze, synthesize, and evaluate information.

Guidelines to Writing a Summary:

- ☐ In the first sentence, tell the **main idea** of the reading.
- ☐ Include article **title** and **author**.
- ☐ Include **important information** such as names, dates, etc.
- ☐ Do not include examples unless necessary for understanding
- ☐ Write clear sentences
- ☐ **Structure** your summary in a **logical way** (preferably the same as the reading).
- ☐ Tie your ideas together in a **concluding sentence**.

STEP 1 Summarize: In the box below, write a summary of the article following the structure given above.

STEP 2 Respond: In your own opinion, write your reaction or response to the article using a suggestion below.

- Explain how the article **relates** to your research
 - Tell how this article is **important**.
 - Discuss the **questions** this article raises about your topic
 - **Quote** a line and then respond to it
 - Discuss how you **felt** about the article
 - Talk about the ideas you **didn't understand**
 - Talk about the ideas you **did or did not agree** with and why
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Genre: Reference, Book, Encyclopedia, Anthology, Newspaper, Magazine, Journal, Interview, Film, Cartoon, Lecture, Speech, Radio, Television, Website document.

Author(s)

Title (Book, Newspaper, Magazine)

Title of Article:

Publication Date:

Publisher:

Place of Publisher:

Volume:

Number:

Edition:

Page Number:

STEP 3 Connect: Write 4-5 sentences explaining how this article could potentially connect to the argument you will be writing.

- ☐ Think about your claim. Will this article support your claim or offer you the counter-claim (opposing argument)?
- ☐ Does it include any compelling statistics, quotes, or facts that might help your argument?
- ☐ If it does not connect, explain what information you were hoping to find in this reading.

STEP 4 Capture: the two most important ideas of the article.